

**TRANSPORTATION AGREEMENT OF CIVILIANS
APPOINTED TO MANPOWER SHORTAGE POSITIONS**

A. NAME OF EMPLOYEE *(Last, First, Middle Initial)*

B. PLACE OF ACTUAL RESIDENCE AT TIME OF APPOINTMENT

(To be determined at time of initial agreement)

1. 5 U.S.C. 5723, provides, under certain conditions, for travel and transportation expenses of persons appointed, student trainees, and their immediate families, movement and storage of household goods and personal effects, incident to appointment or assignment to a position within the 50 States and the District of Columbia, for which there is determined by the Office of Personnel Management to be a manpower shortage. Under the law the allowances contained therein shall not be authorized unless the appointee or student trainee agrees in writing to remain in the Government service for 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

a. I will remain in the Government service for at least 12 months beginning with the effective date of my appointment or assignment to a position within ☐ Hawaii, ☐ Alaska, ☐ Continental United States, for which there is determined by the Office of Personnel Management to be a manpower shortage, unless separated for reasons beyond my control and acceptable to the employing activity.

b. If I fail to serve the required period of service shown in paragraph 2a above, or if I am removed for cause before expiration of the required period of service, I will, upon demand, repay to the Government a sum of money equivalent to that expended by the Government for transportation and subsistence of myself, transportation of dependents, and cost of shipment or storage of my household goods and personal effects, if involved, incident to my transfer, from beginning point of travel to duty station. I authorize the employing Agency to withhold any final pay due me to apply against or liquidate any indebtedness arising from a violation of this agreement.

3. I understand that the period of service specified above is for the purpose of establishing my eligibility for the travel and transportation allowances which may be authorized.

4. I fully understand that upon completion of the 12-month period of service specified in this agreement, I will not be eligible for return transportation at Government expense for myself, my dependents and household goods to my place of actual residence at time of my appointment. I further understand that completion of the above period of service does not terminate my employment and I may continue to serve in the same position or any other position to which I am assigned for a longer period in accordance with the employing Agency regulations. This agreement neither limits nor guarantees the duration of my employment.

5. I also understand that, except as provided in JTR, par. C4100, I will not be entitled to any further transfers (Permanent Change of Station) within the DoD, at Government expense, for a period of 12 months from the date of this transfer. This policy does not preclude my acceptance of another position for which permanent change of station expenses may not be allowed.

C. SIGNATURE OF EMPLOYEE

D. DATE SIGNED *(YYMMDD)*